



**King County
Administrative Policies and Procedures**

Executive Orders

King County

Title	Document Code No.
Improving Project Management Processes and Functions, Investing in Training and Staff Development, and Assuring Accountability and Transparency on Capital Projects in King County	CIP 8-2 (AEO)
Department/Issuing Agency	Date
King County Executive's Office	Sept 30, 2011

The purpose of this executive order is to direct the Deputy County Executive to sponsor the Capital Project Management Standards Phase 2. The order further directs the appointment of a functional owner and a functional steering committee.

WHEREAS, a key objective of the King County Strategic Plan is to build a culture of performance and improve the effectiveness and efficiency of county programs, services, and systems; and

WHEREAS, King County manages a wide range of capital project types to support wastewater treatment, solid waste disposal, building development and redevelopment, airport operations, surface water management, flood hazard reduction, habitat restoration, park and trail development, and transportation; and

WHEREAS, the Capital Project Management Working Group (CPMWG) has completed the activities in Executive Order CIP 8-1 (AEO) "Development and Implementation of Consistent, Comprehensive Standards for Reporting, Management, and Performance Measurement of Capital Projects", and

WHEREAS, the Executive desires to continue improvements in the County's capital project management by focusing on improving project management processes and functions, investing in training and staff development, and assuring accountability and transparency, and

WHEREAS, the Capital Project Management Work Group (CPMWG) Phase 2 will build upon the success of the initial CPMWG effort and continue to develop, evaluate and recommend improvements for Countywide capital design and construction project management standardization, specifically in the areas of project management tools and reporting, and

WHEREAS, the CPMWG Phase 2 effort will result in King County Project Management standards with common project management methods and reporting tools.

NOW, THEREFORE, I Dow Constantine, King County Executive, do hereby order and direct that:

The Deputy County Executive will sponsor Capital Project Management Standards Phase 2 to include:

- 1) Appointment of a functional owner and functional steering committee chaired by the functional owner for King County's Project Management function.
- 2) The functional owner will be the director of a department with significant project management activity and shall have responsibility for management of project management standards to include processes, skill levels, training standards, tools and reporting, and will chair the functional steering committee.
- 3) The functional steering committee will consist of senior managers of departments or divisions with significant project management activity and shall have responsibility for defining and implementing a single King County project management standard.
- 4) The Capital Project Management Work Group (CPMWG) will consist of representatives with project management experience across King County departments and, under the guidance of the project management functional owner and the functional steering committee will:
 - a. Committee Charter - develop a charter refining the deliverables and establish a work plan for this phase of the CPMWG effort.
 - b. Project Management Tools - identify, evaluate and make recommendations on a select list of scalable project management tools for categories of design and construction projects implemented across all county agencies.
 - c. Earned Value Methodologies - evaluate and make recommendations on earned value methodologies for use in county capital project management. These recommendations should consider the size, value and complexity of the projects as well as the cost benefit of applying earned value in measuring King County projects considering project budget and duration.
 - d. Reporting Pre-baseline Activities - evaluate and make recommendations for management reporting on projects in the pre-baseline stage.
 - e. Web reporting on projects - evaluate and make recommendations on criteria for identifying and reporting on those capital projects that should have higher visibility and project information available for publicly accessible reports.
 - f. Project Manual Guidance - develop guidance for updating division project management manuals resulting from the recommendations of this Executive Order.
 - g. Project Management Skills and Knowledge - identify and make recommendations on the required skills and knowledge, including desired training and certification

standards for County Project Managers considering the types of projects implemented within the county. This will support a separate pilot "functional management" effort of project management in the Executive Office leading to a sustainable functional management across the county.

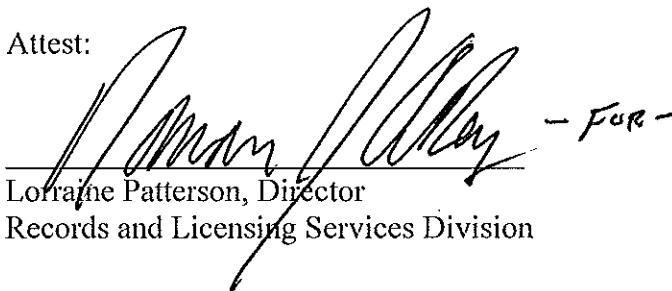
- 5) This EO rescinds CIP 8-1 (AEO) – Development and Implementation of Consistent, Comprehensive Standards for Reporting, Management, and Performance Measurement of Capital Projects

Dated this 30 day of SEPT. 2011



Dow Constantine
King County Executive

Attest:



- For -

Lorraine Patterson, Director
Records and Licensing Services Division